

Seal Documents - Motion to

Note: DO NOT electronically file document(s) to be sealed. See LBR 9018-1 for procedure.

Instructions:

Select *Bankruptcy or Adversary*

Select *Motions/Applications on Bankruptcy menu; Motions on Adversary menu*

Enter case number

Verify case number is correct

Select Document Event: [Seal Documents](#)

Insert “Notice” if the document is titled Motion and Notice

Select Party

- Party filer not listed, Add/Create New Party

Browse, Verify and attach the correct pdf file

- Add attachments, if applicable

Review Docket Text for accuracy

- Add additional text - title of document(s) to be sealed

Warning!! Verify entry is correct before submitting.